

Catalog Definitions Documentation

PeopleSoft Module: Payroll

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
410	Course Name: Field Office Payroll	
	Course Name (short/abbrev): FO PY	
	Course Duration: 2 Hours	
	Course Description: The Field Office Payroll course will cover the role a Field Office Payroll Clerk plays in the Payroll Process. This course focuses on tip transactions and queries associated with tips, as well as, Payroll Self-Service transactions.	
	Prerequisites: 99 – Basic Navigation	
	Recommended Audience: <ul style="list-style-type: none"> TDEC Field Payroll Clerks (i.e., Parks/Restaurant employees responsible for entering tip transactions), TDEC Agency Payroll Specialist. 	
	Course Objectives: <ul style="list-style-type: none"> Learn how to process tip transactions. View payroll self service transactions. 	